



Boxborough Conservation Commission  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: 978.264.1722  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

---

**Instructions for Applicants**  
**Filing an Abbreviated Notice of Resource Area Delineation (ANRAD)**

**I. Purpose**

These forms are used to request review and approval of resource area boundaries.

---

**II. General Information**

A professional must prepare the plans submitted with the ANRAD. After the Commission has reviewed boundaries an Order of Resource Area Delineation (ORAD) is issued. This ORAD must be recorded and is valid for 3 years.

---

**III. Instructions**

**SUBMIT TO THE STATE DEPARTMENT OF ENVIRONMENTAL PROTECTION:**

- 1) Submit to the DEP Central Regional Office (627 Main St., Worcester, MA 01608) one set of the following information:
  - a) Completed and signed copy of ANRAD WPA Form 4A (current version);
  - b) A copy of a 8 1/2" by 11" section of the USGS quadrangle, topographic map of the area, marked to identify delineation location;
  - c) A copy of plans identifying the boundaries of the Boxborough Vegetated Wetlands (BVW) and all other resource areas.
  - d) A copy of the ANRAD Wetland Fee Transmittal Form;
  - e) A copy of the state filing fee check;
  - f) A copy of the Affidavit of Service
- 2) Submit to DEP (P.O. Box 4062, Boston, MA 02211) the following information:
  - a) The complete pages 1 and 2 of the ANRAD Wetland Transmittal Form
  - b) A check made out to the Commonwealth of Massachusetts for the state portion of the filing fee in the amount shown on the Fee Transmittal Form

**SUBMIT TO THE BOXBOROUGH CONSERVATION COMMISSION:**

- 1) Submit either by hand (Mon/Tues/Wed 9 – 4) or certified mail (Conservation Commission, 29 Middle Rd., Boxborough, MA 01719) the following:
  - a) Two completed and signed copies of ANRAD WPA Form 4A (current version); one set **MUST** include original signatures of owners and applicants.
  - b) A certified list (raised seal) of all abutters within 300 feet of the proposed work. This list may be obtained from the Assessor's Office between 9:00 a.m. and 3:00 p.m. Allow one week to obtain the list.
  - c) Two sets of plans identifying the boundaries of the BVW and all other resource areas in accordance with the following:
    - I. The plans shall be at a scale of 1" = 40';
    - II. The plans must show all wetland resource areas and their 100-ft. buffer zones appropriately labeled (i.e. bordering vegetated wetland, intermittent stream). Delineations must be current, within the past 3 years.

- III. Plans shall be color coded in the following manner to assist in interpretation:
    - 1. Bordering vegetated wetlands – Green
    - 2. 100 foot buffer zone – Yellow
    - 3. Riverfront Area - Purple
    - 4. Land under waterbodies – Blue
    - 5. Land under waterways – Blue
    - 6. Isolated land subject to flooding – Red
    - 7. Bordering land subject to flooding – Red Dot
    - 8. Buildings – Brown
    - 9. Roads, driveways, etc. – Gray
  - IV. Plans shall show all wetlands on adjacent properties that are within 100 ft. the lot lines;
  - V. Plans shall show all of the following:
    - 1. The complete lot
    - 2. All lot lines
    - 3. Town ways
    - 4. The names of all abutters
    - 5. Estimated distances
    - 6. Existing buildings
    - 7. The location of all overlay zones
  - VI. A copy of a 8 ½” by 11” section of the USGS quadrangle, topographic map of the area, marked to identify delineation location;
- d) Eight (8) sets of reduced 11” x 17” plans as detailed above
  - e) Proof of Notification of Abutters
  - f) A copy of the check sent to DEP for state portion of fee
  - g) Boxborough Wetland and Adjacent Land Resource Fee Calculation Worksheet
  - h) Two separate checks made out to the Town of Boxborough for
    - 1. Town’s portion of state filing fee
    - 2. Filing fee for permits issued under the Boxborough Wetland Bylaw (1/1/05)
  - i) A hearing date will not be scheduled until the applicant has submitted all the required data and met all the filing requirements.
  - j) The newspaper will bill the applicant directly for publishing the legal notice.